

RUTHERFORD COUNTY REZONING APPLICATION FORM

Submit to the Planning Office
One Public Square South, Suite 200, Murfreesboro, TN 37130
(615) 898-7730

Please return this completed form to the planning department with:

1. A concept plan / site plan
2. A copy of the deed to the property under consideration
3. If applicant is not the owner, then he/she must submit a notarized designation as Attorney-in-fact
4. If request is not for entire parcel, then a legal description of the portion in question must be submitted.
5. An application fee of \$500.

Submitted By: _____

Applicants Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: Home: _____ Work: _____

E-Mail Address: _____

Property Owner: _____

Address of Subject Property: _____

City: _____ State: _____ Zip Code: _____

Tax Map _____ Group _____ Parcel _____ Deed Book _____ Page _____

How is the subject property presently used? _____

What is the present zoning of the subject property? _____

What is the size of the subject property? _____

How much of the property do you wish to have reclassified? (If less than entire parcel, a legal description will be required along with the application) _____

Were you aware of the zoning when you purchased or leased the property? _____

Please contact your county commissioner and inform her/him of your proposal.

County Commissioner: _____ Phone: _____

Contacted: _____, 200__.

A **concept plan** drawn to scale showing all existing and proposed buildings, septic system and field line areas, driveways, proposed parking areas, building setbacks, and any other pertinent information regarding the application should be submitted with this form.

Explain **in detail** what you propose to do with this property and outline your long term plans for the property. Please include hours and days of operation. Staff

recommends attaching an extra sheet of paper in order to provide more detail on the proposed use of the property.

Do you plan to have a sign? _____

If yes, how many? _____ What size(s)? _____

Will you employ anyone? _____ If yes, how many? _____

Will any employees come to this site? _____

Who provides water service to this property? _____

What fire department serves the property in question? _____

Where is the nearest fire hydrant to the property? _____

Have you notified your neighbors about your proposed use? _____

If the application is for anything other than residential, have you made application for a business license? _____ When? _____

Parking Lot Information for Site Plan:

*Is the parking lot to be paved?

Yes _____ No _____

*Will the parking lot have continuous curbing or individual wheel stops?

Yes _____ No _____

**A "no" answer to either question will require a variance from the appropriate section of the Rutherford County Zoning Resolution. This variance will require scheduling a hearing before the Rutherford County Board of Zoning Appeals at their next available meeting. A separate application with an application fee of \$300 will be required.*

Initial _____

Please note that this is the first step in completing your rezoning request. Under most circumstances, a professional site plan will have to be submitted and reviewed by the Planning Commission before any building permits are issued. By signing this application, you are acknowledging this requirement. We look forward to processing your application as soon as possible.

Please return this form to the planning office with your concept plan, a copy of the property deed (and letter of attorney in fact if not the property owner) and an application fee of \$500.00. We look forward to processing your application as soon as possible.

Applicant signature: _____ Date: _____

Applicant Deferral/Withdrawal Policy: It is the policy of the Commission that any requests to defer their consideration of a rezoning/conditional use permit application be submitted to the Planning Director in writing prior to the scheduled public hearing. If an applicant requests deferral or withdrawal after processing has begun, fees are non-refundable. Applicants requesting a deferral will be charged the cost of preparing and mailing new notices of public hearing. Applicants may not defer an application for a period exceeding three (3) months from the original Planning Commission public hearing date of said application. Any application not considered before the three (3) month deferral timeframe will be required to submit a new application, along with any required fees, and will be subject to the regulations in effect at that time.

Applicant Initials _____ Date _____

Commission Deferment /Denial Policy – When an applicant or their representative is not present at the regularly scheduled meeting of the Planning Commission (PC), the PC shall defer said application to their next scheduled meeting. If the Applicant or their representative fails to be present at the next meeting, then the PC shall forward the zoning application on to the Board of Commissioners with a recommendation of denial.

Applicant Initials _____ Date _____

Submit to:
Rutherford County Building Codes Department
Room 100
Rutherford County Office Building
One Public Square South
Murfreesboro, TN 37130

Date: _____

This form is to be completed by the Codes Administration Department prior to submission of any application to the Planning Department.

An evaluation has been done by Rutherford County Codes Administration for compliance for the following proposed use:

Proposed Use: _____

Address: _____

- ζ A Building Permit will be required upon approval.
- ζ This proposed use will NOT require a building permit.
- ζ A set of engineered plans will be required for plan review at least three (3) days prior to issuance of the building permit.
- ζ An inspection of the site upon completion will be required.
- ζ This proposed use will NOT require a site inspection.
- ζ The Rutherford County Development Tax shall be assessed upon arrival prior to issuance of the Building Permit.
- ζ This proposed use will NOT require payment of the Rutherford County Development Tax.

Additional Remarks: _____

NOTE: All public buildings shall be required to comply with the American Disabilities Act (ADA) for handicap accessibility.

Signature: _____

Title: _____

AFFIDAVIT NOTIFYING APPLICANT OF INTENT TO ENTER PROPERTY

Submit to the Planning Department
One Public Square South, Suite 200, Murfreesboro, TN 37130
(615) 898-7730

I, _____, the applicant and requestor of this Zoning appeal process, hereby grant the employees of the Rutherford County Regional Planning Commission and the Rutherford County Board of Zoning Appeals full access to the property under consideration for the purpose of conducting on site investigations, take the necessary photographs and videos, place a zoning sign, and conduct any other business necessary to complete the requested application and review of the same. I further understand that if the employees of the Rutherford County Regional Planning Commission and the Rutherford County Board of Zoning Appeals are prevented from conducting the above investigations, taking the necessary photographs and video, placing a zoning sign, or conducting any other business necessary to complete the requested application and review that my request will be removed from the appropriate meeting agenda. I further understand that my application will not be placed back on to the appropriate meeting agenda until such time as the employees of the Rutherford County Regional Planning Commission and the Rutherford County Board of Zoning Appeals can enter the property and conduct the necessary on site investigations, take the necessary photographs and video, place a zoning sign, or conduct any other business necessary to complete my application and review of the same. I further agree to hold Rutherford County, the Rutherford County Regional Planning Commission, the Rutherford County Board of Zoning Appeals, their agents, employees, and members harmless for any damages caused to person or property connected in any way with their entry upon my property for the purposes set forth herein.

Signature: _____

Date: _____

Witness my hand and official seal at Murfreesboro, Tennessee, this ____ day of _____, 200__.

My Commission Expires: _____

Notary Public

CHECKLIST

Before we can accept your rezoning/ conditional use permit application, please make sure you have all the items listed below:

- ☐ A completed application.
- ☐ A concept plan drawn to scale.
- ☐ A copy of the deed to the property.
- ☐ A Letter of Attorney-in-Fact if submitted by anyone other than current land owner.
- ☐ A legal description of the portion of property you wish to have reclassified, if less than entire parcel.
- ☐ A form completed and signed by a Building Codes Official. Their hours are 8:00 a.m. until 4:30 p.m., Monday through Friday.
- ☐ A signed and notarized access affidavit. Notary services are available in our office at no charge.
- ☐ \$500 application fee.